The Cottager's Handbook

for Manitoba Provincial Parks

Manitoba
Conservation
Parks & Natural Areas

SECOND EDITION

100-03679/

Hon. Oscar Lathlin
Minister,
Manitoba Conservation

Message from Minister

I am pleased to present the second edition of The Cottager's Handbook which provides important information to our cottagers.

The first edition was published in 1998 after consulting with cottage associations across the province. At that time, Manitoba Conservation amended the guidelines, policies and regulations dealing with cottage development. Most members of associations favoured fewer regulations, but at the same time asked for reasonable limits on development.

Patterns of cottage use have changed substantially over the last decade or so. Increasingly, cottagers have requested more highly developed cottage lots. On average, people are also using their cottages more frequently and for a longer time during the year. Manitoba Conservation's goal is to meet current needs, as well as future needs. With this in mind, it is important to ensure that cottage development takes place in harmony with the natural world. As the new Minister, I look forward to helping to strike a balance between development and protection within our parks.

Most policies and regulations are now summarized in this handbook. It emphasizes measures that will protect the environment in provincial parks, especially by making sure that private sewage-disposal systems meet the standards necessary to protect water quality in our lakes and rivers.

I trust the information in this handbook will enhance the time you spend at your cottage in one of our beautiful Provincial Parks.

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CONTENTS

Leases and Permits 4
Chief Place of Residence Levy 6
Garbage 7
Park District Service Fees 8
Developing Your Lot
Site Plan Permit 9
Conditions for Lot Development 9
Building on Public Reserve 10
Lot Buffer Strips 10
Public Lanes 11
Variances 11
Use of Public Reserve for Lake-front Cottages 12
Privately Built Roads on Public Reserve 12
Docks for Back-tier and Remote Cottages 13
Boathouses for Back-tier and Remote Cottages in Whiteshell Provincial Park 13
Docks 14
Other Development 14
Grand Beach Provincial Park 16
Preparing Your Drawings - the Plot Plan 18
Building Permit Guide 20
Drawings to be Submitted with Permit Application 21
Planning & Installing a Sewage Disposal System 22
Special Locations 23
Definitions 23
Selecting a System 24
Alternatives to Water Carried Toilet Systems 24
Getting the Most out of your Septic System 25
Sullage Pits 26
Working on the System 27
Standards for Septic Tanks & Disposal Fields Serving Dwellings 28
Reducing Fire Hazards on Your Lot . 29
Subdivisions/District Offices 32

Leases and Permits

Leases

A 21-year renewable lease in a standard format is available to virtually all cottagers in provincial parks. Besides ensuring tenure on your lot, a lease may be helpful to cottagers who require a long-term loan or mortgage. Leases are issued for 21 years in all parks, including Grand Beach Provincial Park.

Manitoba Conservation suggests that you read your lease to become familiar with your rights and responsibilities.

Obtaining a New Lot

Any future cottager who obtains an undeveloped cottage lot will be issued a lease. The lease will specify the time (usually 24 months) in which the exterior of the cottage must be completed. Undeveloped lots cannot be assigned, except on compassionate grounds.

Buying, Selling or Transferring Your Lot

When you sell or transfer your lot, it is up to you, as the vendor, to initiate the process, or authorize your real estate agent or legal representative to do so. Lot sizes are fixed and will not be changed.

To assign your cottage lease or permit to someone else who buys your cottage, you should obtain an assignment form from a Manitoba Conservation office. Complete the form and return it with the applicable fee. The overall assignment process can take up to about four weeks.

Before purchasing a cottage, wise buyers will verify:

- that no serious drainage problems exist;
- that all structures, except those permitted to be on the public reserve, are located within the boundaries of the lot, and that the lot has been resurveyed or you have located the lot survey pins;
- that any structures on the public reserve of a lake-front lot are within the projected lot boundaries; and
- that all existing structures have received all necessary approvals.

Changing or Adding a Name to a Lease or Permit

Contact the Parks and Natural Areas Branch in Winnipeg. The required forms will be sent to you.

Changing from an Annual Permit to a Lease

If you are now issued an annual permit to occupy your cottage lot, it is to your advantage to apply for a lease. The annual fee charged to permit holders (except for unsurveyed lots in remote locations) does not apply to leaseholders.

Obtain a lease application form from Parks and Natural Areas Branch. When you have completed the form, return it to the branch with the applicable fee. They will arrange an inspection, as described under "Lease Inspections."

Renewing Your Lease

In all likelihood, you will want to renew your lease after the original term has expired. New 21-year renewable leases are now issued for renewals in all provincial parks. Ten-year leases used to be issued in Grand Beach Provincial Park, but 21-year renewable leases are now issued as the old ones expire.

Generally, Parks and Natural Areas Branch notifies you six months before your lease expires, but it is your responsibility to apply for a new lease. The Branch will inspect your lot and mail you forms to be completed.

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Lease and Permit Inspections

When you apply for a lease, your lot will be inspected to confirm that:

- Your lot is free and clear of brush and flammable materials.
- There appear to be no problems with your cottage and other buildings concerning allowable development or condition of repair.
- Your lot is well maintained and not run down, with materials stored in an orderly manner. The accumulation or storage of building materials, machinery, boats, unlicenced vehicles, furnishings and similar articles is not allowed, unless approved by an Officer.
- Your sewage disposal system appears to be working properly.

If your lot needs work, Parks and Natural Areas Branch will draw up a letter of commitment requiring you to complete the work within a specified time. You will need to return the letter, with your signature as the lot holder, before your lease application can be considered.

When your lot passes the inspection, a lease will be drawn up and sent to you for signature.

After you have signed and returned it, the Director of Parks or his designate will endorse it.

The lease will be validated when you have paid the fees and signing is complete.

Vacation Home Permits

Some cottagers owning cottages on unsurveyed lots in remote areas are authorized to occupy their lot by means of an annual permit. The vast majority of other cottagers have signed a lease in order to occupy their lot.

Special Permits and Approvals

Several situations require a special permit or approval before you can go ahead.

Sewage Installation Permit

An installation permit and registration with Manitoba Conservation, Environment Division are required before any work is carried out on a private sewage disposal system. Application forms are available at the Parks and Natural Areas Branch in Winnipeg, or at your local Manitoba Conservation district office. See "Planning and Installing a Sewage Disposal System" for further information.

Work Permits

Tree Removal.

1. You must not remove trees except dead trees - from *buffer zones around the edge of your lot.*
2. You may, however, remove other trees *on your lot* without first obtaining a permit.
3. Contact your Manitoba Conservation district office if you want to remove trees that are not on your lot, but are *on the public reserve*, or have other concerns.

Shoreline Development.
You must also obtain a work permit if you want to alter the shoreline in front of your cottage (e.g., adding sand or other material, or doing any excavation on or near the shoreline).

Lease and Permit Inspections

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You must also obtain a work permit if you want to alter the shoreline in front of your cottage (e.g., adding sand or other material, or doing any excavation on or near the shoreline).

"Tear-down" construction material.
When an older cottage is torn down, or when an alteration to your cottage produces a large amount of mixed material, such as asphalt, old lumber, drywall, concrete, etc., you must obtain a work permit that will specify how to handle and dispose of all the old material. You are also responsible for obtaining such a permit if you have hired a contractor to do the work for you.

Fires.
Except for the period from November 15 to April 1, you must obtain a burning permit from your district office. You are liable and responsible for any fire originating on your premises, and must keep your lot free of brush and other debris that may constitute a fire hazard.

If a fire starts or threatens a vacation home subdivision, you may be asked to help put the fire out and are obliged to do so. In wooded districts, Manitoba Conservation is responsible for fighting forest fires, but has no capability to fight structural fires. A municipal authority may also have fire-fighting responsibilities.

Find out who is responsible in your area and post their phone numbers, with other emergency numbers, in a conspicuous place as you would at home.

Flammable Materials.
You are responsible for storing flammable materials safely, based on regulations under *The Environment Act* and other acts.

Insecticides/Herbicides.
You must have a permit to use chemicals for controlling insects or vegetation (other than for small-scale household or garden use). Permits are available at your district office.

Aquatic Vegetation Control.
Any use of chemicals or other products to control water plants must first be approved by Manitoba Conservation, Environment Division. Please contact your local environmental officer.

Chief Place of Residence Levy

If you wish to maintain your cottage as your chief place of residence, you must fill out a Chief Place of Residence Declaration Form. This applies to private landowners, as well as to lease and permit holders. It is the cottager's responsibility to notify Manitoba Conservation, if their status of using their cottage as a chief place of residence changes. Many cottagers' leases require cottagers to obtain prior permission of the Crown to use their cottage as a chief place of residence. Parks and Natural Areas Branch considers the process of completing a declaration form and paying the required fee to be the equivalent of obtaining permission.

In the past, people living in provincial parks have not been charged any education fees or assessed school taxes. Through payment of the Chief Place of Residence Levy, people living in provincial parks will help to offset provincial education costs.

In order for the levy to apply:

- You must live in a building situated on Crown land or privately owned land in a provincial park in Manitoba.
- The building is defined to be your chief place of residence if during the year (April 1 - March 31), it is where you, in the settled routine of your life, regularly, normally or customarily reside.

Where the owner or occupier of a building is a corporation, the building is deemed to be the corporation's chief place of residence if, in the settled routine of his or her life, any shareholder of the corporation regularly, normally or customarily lives there.

Where a building is the chief place of residence for more than one person, only one levy is payable.

If a question arises about whether a building is someone's chief place of residence, the Minister of Conservation is responsible for deciding the question. In making his decision, the Minister will take into account all relevant factors. The Minister may consider the following (and other) factors:

1. the length of time spent at the building during the year;
2. whether you have a residence outside a provincial park in Manitoba;
3. whether you maintain Manitoba hospital and medical insurance coverage;
4. your residence for income tax purposes;
5. the jurisdictional location of your personal property and social ties; and
6. the residence of your spouse and dependents.

Garbage

The issue of garbage handling is becoming more and more important to cottagers! Service fee increases may continue because of changes in garbage management. But some of these increases could be reduced if everyone contributed to wise garbage management. Where recycling programs exist, take advantage of them. A large proportion of the "raw" garbage now produced could be recycled. When depositing your garbage at a disposal ground, separate it as instructed at the site. If this is not done, costly separation of garbage is often required. Many cottagers have seen others disposing of old appliances, mattresses, furniture, etc. at garbage cages. Derelict cars and old refrigerators have even been left at disposal grounds. The costs of dealing with such items are high and add to everyone's fee. Collecting and transporting such garbage is expensive.

Take your scrap metal and large pieces of debris to the appropriate garbage dump in your area. It is also important to take your brush to a local brush dump. In some areas, cottagers have piled brush along local roads or in other areas close to cottages. Manitoba Conservation must then haul it away, and add the cost to service fees. If necessary, ask at your district office for instructions on disposing of such materials, and of domestic garbage where central containers are not provided.

New garbage standards

Some current disposal grounds no longer meet today's environmental standards. Manitoba Conservation is in the process of establishing transfer stations in these areas, and will haul garbage longer distances to approved central disposal grounds. Transfer stations can cost more than $100,000 to build, and sometimes require a full-time operator. Less garbage means less hauling and tipping fees, which in turn means lower service fees for cottagers under the Park Districts system. Please do your share!

In districts where major changes in garbage handling may take place, Manitoba Conservation will consult with representatives of cottagers and operators to discuss the details of the changes being considered.

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Park Districts Service Fees

What services are included in the Park Districts Service Fees?

Water supply, sewage disposal, garbage handling and maintenance of roads maintained by Manitoba Conservation.

Emergency services, neighborhood watch programs, docking facilities for remote cottages and street lighting.

Capital improvements, administrative and other costs incurred in a park district.

You pay only for the services that are available to you; if a service is not available, you are not charged for it. The new fees do not include costs for such services as interpretive programs, problem wildlife control, campground and day use programs, wildfire detection and suppression, and public recreational facilities.

Reviewing Park Districts Costs and Budgets

You now have an opportunity to review the level and cost of services provided to you. Manitoba Conservation has established committees, composed of cottage association members and operators, to review park district services and costs within larger districts. In smaller districts, meetings are held with local cottage organizations and businesses. They have reviewed costs from previous years, and budgets for the coming year, paying special attention to capital improvement projects. In many cases projects have been added, deleted or amended, based on advice that has been received. However, some projects are necessary to maintain minimum safety, environmental or park standards.

On February 1 each year, Manitoba Conservation sends every cottager an information sheet showing in some detail how the service fee for each cottage or business is calculated. For further details, two financial statements, *Park-Districts Annual Summary of Costs* (the annual operating costs for each park district) and the *Park-Districts Annual Budget* (which outlines the costs expected for the coming year) are also available. You can pick up copies at local Manitoba Conservation offices and at the offices of the Parks and Natural Areas Branch.

Cottagers may then comment about the level and cost of "municipal-like" services they receive. After all comments are received, the Minister reviews the budgets, including levels and costs of services, and will establish service fees for the year.

Bills are sent annually to cover the period from April 1 to March 31 the next year. These bills include a service fee, land rental fee and (in some cases) a Chief Place of Residence Levy, and are sent by October 1. Manitoba Conservation has now changed the annual billing date from May 1 to October 1.

Land Rental. An annual land rental fee is charged to each leased or permitted cottage. The fee is based upon the appraised value of the cottager's raw land.

Developing Your Lot

Site Plan Permit

A SITE PLAN PERMIT, available from Manitoba Conservation, is needed to construct a new building, or alter or add to an existing building or structure, in a provincial park. You must also obtain a BUILDING PERMIT from Manitoba Labour.

Conditions for Lot Development

1. Only one vacation home is allowed on each lot.
2. The minimum size for a vacation home is 480 square feet (45 m^2).
3. One accessory building may be used as a guest house or for sleeping accommodations. The maximum size of such a building, including all sleeping, habitable and storage area cannot exceed 480 ft^2 (45 m^2), and can be on only one level. Attached decks or other non-weather-proof spaces are not included in determining guest house size, but if covered by a roof are included in the total square footage development for the lot. However this additional non-weather-proof space cannot be permanently enclosed with glass or other solid material, and **may not be converted** to sleeping or habitable accommodations. These guidelines also apply to guest houses built as second storeys of boat houses, garages or other structures.

Special development guidelines apply to areas such as Grand Beach Provincial Park and the Hecla Historic Village *(see page 16 & 17).*

4. The maximum aggregate size (the "footprint") of the vacation home and all accessory buildings on a lot, including buildings on the adjacent Crown reserve is 20 per cent of the total area of the lot, up to a maximum of 3,000 ft^2 (278 m^2) on one level. The maximum development on all levels, including the basement, main floor and second storey of the main cottage, and all floors of any accessory buildings, is 6,000 ft^2 (557 m^2).
5. Where buildings are permitted on the public reserve, the aggregate maximum size of all those buildings located on the public reserve area in front of a lake front lot is 600 ft^2 (56 m^2) on one level.
6. Two storeys are the maximum for any part of a vacation home or accessory building. No sun-decks are allowed on the roof of a second storey.
7. Basements or second storeys are allowed where site conditions are suitable. In order for a storey of a cottage to be considered a basement, it must not protrude more than an average of 3 ft. (91 cm) above the surrounding natural grade, and no part of it can protrude more than 5 ft. (152 cm) above the natural grade at any given point. Any area with a ceiling height higher than 5 ½ feet (1.65 m) counts as developed area in a second storey. No more than 480 ft^2 (45 m^2) of the second storey of a garage may exceed 5 ½ feet (1.65 m) in height.
8. If you are constructing a stand-alone deck or building of less than 100 ft^2 (9 m^2), you do not need a Manitoba Labour building permit, but you must obtain a site plan permit.
9. After you obtain a site plan permit, erection or construction of a building, structure or work must begin within six months of the date of the permit and be completed within 12 months of that date.
10. Because of the smaller lots in Grand Beach Provincial Park, different conditions apply to lots in this area:
    (a) The minimum size for a vacation home in Grand Beach is 320 ft^2 (30 m^2).
    (b) The maximum aggregate size of the vacation home on a lot, including second storeys (of a 1 ½ storey cottage), covered and roofed areas, but not including porches and decks unless they are roofed, is 30 per cent of the total area of the lot, up to a maximum of 922 ft^2 (86 m^2). No building may be more than 1 ½ storeys in height.
    c) Only one accessory building (maximum size 80 ft^2 [7 m^2]) is allowed; it may be used only for storage, not for habitation. This accessory building is not used in calculating the maximum aggregate size of development on the lot.

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    c) Only one accessory building (maximum size 80 ft^2 [7 m^2]) is allowed; it may be used only for storage, not for habitation. This accessory building is not used in calculating the maximum aggregate size of development on the lot.

Building on Public Reserve

1. On lakefront lots, the following accessory buildings are allowed on the public reserve: a boat-house, storage shed, pump-house, sauna, gazebo or roofed boat slip. The aggregate floor area of all buildings located on the public reserve in front of your lot cannot exceed 600 ft^2 (56 m^2) on one level. Docks, decks and second storeys are not included in this calculation. Any habitable space cannot exceed 480 ft^2 (45 m^2).
2. Accessory buildings on the public reserve must be located within the projected lot lines on the public reserve area in front of your lot (or the area designated by Manitoba Conservation for some irregularly shaped lots). You can use the roof of a flat-roofed single-storey boathouse as a completely open sundeck with a perimeter protective guard, provided your cottage lot is designated lakefront. However, you must apply for a variance and obtain the support of your neighbours for such a sundeck. No accessory buildings, except gazebos, are allowed on the public reserve in Hecla/ Grindstone Provincial Park.
3. In Whiteshell and Moose Lake Provincial Parks, in some circumstances you may build a second storey on a boathouse. [Any habitable space cannot exceed 480 ft^2 (45 m^2)] In order to do this, you must obtain the approval of your neighbours in writing and apply for a variance. The second storey is not included in the 600 ft^2 (56 m^2) maximum development allowed on the public reserve. No plumbing fixtures and sewage disposal facilities are permitted in a boathouse. No habitable space may exist on the public reserve, except as a second storey on a boat-house, as outlined above.
4. If you have a back-tier cottage, you can build a boathouse only in a location designated as a special area for boathouses, such as a boathouse channel, if a site is available and you meet the criteria.
5. If you have a remote or lakefront cottage, you may build a boathouse only on your lot or on the public reserve in front of your lot. Boathouses are not allowed in Hecla/ Grindstone Provincial Park.
6. If you have a back-tier or remote cottage, you may be able to construct a dock in a designated area. In some districts, you may have to share your dock with another back- tier cottager or a group of back- tier cottagers. These docks must display the lot number of the dock owner.

Lot Buffer Strips

1. On lots that are a standard size (100 ft. x 150 ft.) or larger, a buffer strip of 15 ft. (4.6 m) shall be left on all sides.
2. If your lot is less than 90 ft. (27 m) wide at any point, the side buffer strip at this point may be decreased to 10 ft. (3 m).
3. In special cases a Natural Resources Officer can authorize reduction of one of your side buffer strips by 5 ft (1.5 m); e.g. a 15 ft. (4.5 m) buffer may be reduced to 10 ft. (3 m).
4. Even narrower buffer strips may be permitted if your lot is much shorter or narrower, or topography or other conditions present serious development restrictions. You must then apply for a variance and obtain the written support of your neighbours.
5. A side buffer strip can be reduced to less than 5 ft. (1.5 m) only in exceptional circumstances and will require a variance committee hearing.
6. A 15 ft. (4.6 m) side buffer strip must also be maintained within the projected lot lines or Manitoba Conservation-designated public reserve area in front of your lakefront lot. You must apply for a variance and obtain the written support of your neighbours in order to reduce this side buffer.

Buffer strips are important to provide privacy on your cottage lot and to minimize the disturbance that one neighbour might cause another.

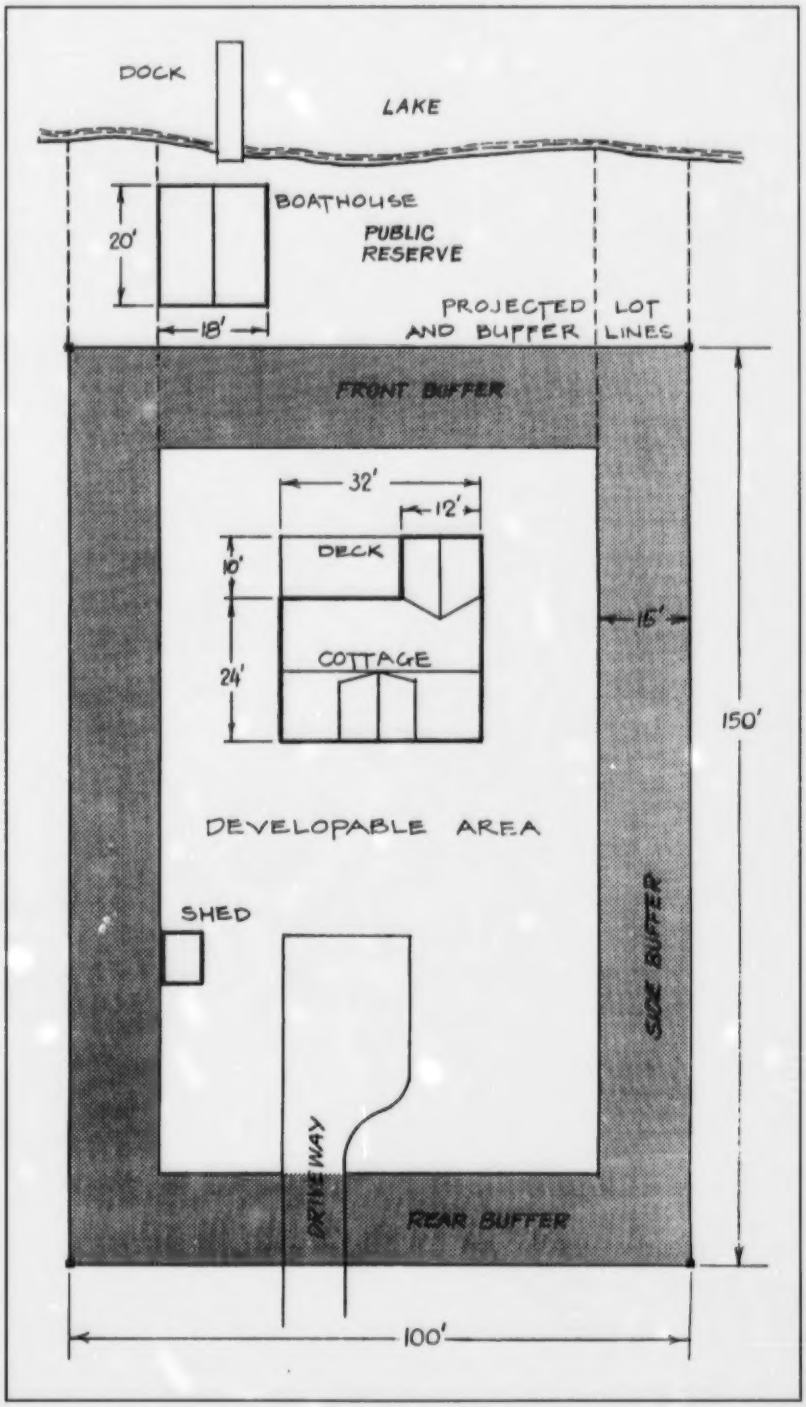
Building on Public Reserve

1. On lakefront lots, the following accessory buildings are allowed on the public reserve: a boat-house, storage shed, pump-house, sauna, gazebo or roofed boat slip. The aggregate floor area of all buildings located on the public reserve in front of your lot cannot exceed 600 ft^2 (56 m^2) on one level. Docks, decks and second storeys are not included in this calculation. Any habitable space cannot exceed 480 ft^2 (45 m^2).
2. Accessory buildings on the public reserve must be located within the projected lot lines on the public reserve area in front of your lot (or the area designated by Manitoba Conservation for some irregularly shaped lots). You can use the roof of a flat-roofed single-storey boathouse as a completely open sundeck with a perimeter protective guard, provided your cottage lot is designated lakefront. However, you must apply for a variance and obtain the support of your neighbours for such a sundeck. No accessory buildings, except gazebos, are allowed on the public reserve in Hecla/ Grindstone Provincial Park.
3. In Whiteshell and Moose Lake Provincial Parks, in some circumstances you may build a second storey on a boathouse. [Any habitable space cannot exceed 480 ft^2 (45 m^2)] In order to do this, you must obtain the approval of your neighbours in writing and apply for a variance. The second storey is not included in the 600 ft^2 (56 m^2) maximum development allowed on the public reserve. No plumbing fixtures and sewage disposal facilities are permitted in a boathouse. No habitable space may exist on the public reserve, except as a second storey on a boat-house, as outlined above.
4. If you have a back-tier cottage, you can build a boathouse only in a location designated as a special area for boathouses, such as a boathouse channel, if a site is available and you meet the criteria.
5. If you have a remote or lakefront cottage, you may build a boathouse only on your lot or on the public reserve in front of your lot. Boathouses are not allowed in Hecla/ Grindstone Provincial Park.
6. If you have a back-tier or remote cottage, you may be able to construct a dock in a designated area. In some districts, you may have to share your dock with another back- tier cottager or a group of back- tier cottagers. These docks must display the lot number of the dock owner.

Lot Buffer Strips

1. On lots that are a standard size (100 ft. x 150 ft.) or larger, a buffer strip of 15 ft. (4.6 m) shall be left on all sides.
2. If your lot is less than 90 ft. (27 m) wide at any point, the side buffer strip at this point may be decreased to 10 ft. (3 m).
3. In special cases a Natural Resources Officer can authorize reduction of one of your side buffer strips by 5 ft (1.5 m); e.g. a 15 ft. (4.5 m) buffer may be reduced to 10 ft. (3 m).
4. Even narrower buffer strips may be permitted if your lot is much shorter or narrower, or topography or other conditions present serious development restrictions. You must then apply for a variance and obtain the written support of your neighbours.
5. A side buffer strip can be reduced to less than 5 ft. (1.5 m) only in exceptional circumstances and will require a variance committee hearing.
6. A 15 ft. (4.6 m) side buffer strip must also be maintained within the projected lot lines or Manitoba Conservation-designated public reserve area in front of your lakefront lot. You must apply for a variance and obtain the written support of your neighbours in order to reduce this side buffer.

Buffer strips are important to provide privacy on your cottage lot and to minimize the disturbance that one neighbour might cause another.



Public Lanes

In general, no further development will be allowed on public lanes that currently exist between adjacent cottage lots. In the past, docks, boathouses or other structures built in these areas have led to many conflicts between cottagers.

Variances

If an owner or occupier of a lot applies, Manitoba Conservation may vary any of the requirements for cottage development.

The Minister may appoint persons to act as an advisory committee with respect to variances and issues pertaining to cottage development.

Use of the Public Reserve in Front of Lakefront Cottages

In general, the public reserve in front of a lakefront cottage is recognized as being primarily for the use of the cottage owner, but:

1. In the case of approximately rectangular lots, where one side of the lot is approximately parallel to the lake shore, the public reserve on which the cottager has primary use is that area enclosed by projecting the lot lines to intersect the shore.
2. For non-rectangular lots, the length of lake shore to which the cottager has primary use generally shall not exceed the width of the lot.
3. For non-rectangular lots where the lot lines converge to provide little or no shoreline for the primary use of the cottager, or where only one lot line intersects the shore, site-specific interpretation of the primary-use area will be made by Manitoba Conservation staff.

Where an area is recognized as being primarily for the use of a lakefront cottager, the following guidelines apply:

1. Other people may walk across the area while reasonably and conveniently on their way to another destination.
2. Boats may land on the area only under unusual or emergency circumstances.
3. Other people may not sunbathe, fish, loiter, etc.
4. Only the lakefront cottager may be permitted to construct any infrastructure (docks, boathouses, pump-houses, etc.) on that part of the public reserve.

Privately Built Roads on Public Reserve

An owner or occupier of Crown land within a provincial park who wishes to build and maintain a private road on Crown reserve (other than short driveways leading to a single cottage) shall:

1. Complete an application for permit and a plot plan indicating the exact location of the proposed road.
2. Upon approval, obtain a work permit from the local Manitoba Conservation district office.
3. Indicate the timing of the proposed construction and the construction methods to be used on the road.
4. Not allow the road to adversely affect other park users.
5. If the proposed road construction may affect other park users in the immediate vicinity, inform those people potentially affected of the proposal and provide an opportunity to appeal the decision. This appeal may be heard by a board appointed by the Minister. The Minister or his designate will make the final decision.
6. If the applicant is more than one cottager, submit a Road Agreement at the time of application, signed by all members of the group, and the name of a contact person. (Manitoba Conservation assumes no responsibility for liability associated with a privately built road.)
7. Only in special circumstances and only with written permission, in the form of a contract or Road Agreement signed by the Crown, may the permittee of a private road place a gate on the road or otherwise prevent use of the road by the general public.
8. Under normal circumstances, other traffic and other cottagers may use a privately built road across Crown land, and no compensation will be provided to the former road users and builders.

Note: a licence issued by Manitoba Conservation, Environment Division may be necessary in order to construct a road.

Docks for Back-tier and Remote Cottages

Criteria

If you have a back-tier or remote cottage, you may be permitted to build a dock in a designated area. In some districts, you may have to share your dock with another back-tier cottage or a group of back-tier cottagers. Whenever possible, existing docks will be allowed to remain.

Conditions

Applicants must be the owner/occupier of a lot on the same lake for which they are applying for a permit.

Only one permit (slip) will be permitted per cottage.

If there is not sufficient Crown reserve in a particular area to permit individual dock sites, any new applications meeting the criteria will be required to share an existing site.

Every cottager maintaining a boat slip at a shared dock site must apply and pay annual fees.

One person per shared dock is to be appointed as a contact person.

The contact person is to ensure that the structure and appearance of the dock are properly maintained and kept in a safe condition.

The contact person is to supply Manitoba Conservation, annually, a list of all slip holders at their shared dock site.

Every dock site is to be identified with the permittee's lot and block number.

A boat slip must be part of the sale of the cottage with which the slip is associated, or be forfeited.

You must submit an application for permit, a site plan and a sketch indicating how the dock will be constructed to Parks and Natural Areas Branch in Winnipeg.

A single dock structure must have the capacity for further dock expansion.

The local Natural Resources Officer will do a site-location approval before any permit is issued.

A dock must be constructed on site within one year of the date of the permit.

All rights to occupy a dock site will be cancelled if the holder fails to comply with this policy or any applicable Acts and regulations, or if the site was obtained by misrepresentation of any facts.

Boathouses for Back-tier and Remote Cottages in Whiteshell Provincial Park

Criteria

No new sites, other than in approved boathouse channels, will be allocated for back-tier or remote cottagers to construct a boathouse. All existing boathouses will be allowed to remain.

Conditions

All existing boathouses permitted to back-tier or remote cottages must be part of the sale of the cottage or be forfeited.

If you have a back-tier cottage, you may be able to build a boathouse in a location designated as a special area for boathouses, such as a boathouse channel, if a site is available.

If you have a remote cottage, you may build a boathouse only on your lot or on the public reserve in front of your lot.

Every boathouse site is to be identified with the permittee's lot and block number.

The permittee is to ensure that the structure and appearance of the boathouse are maintained and kept in a safe condition.

Docks

Before you install a dock in front of your cottage, or on any other site where a dock may be allowed, you must first obtain a dock permit and have the location approved.

The same applies if you are constructing waterfront decking, or replacing or enlarging a dock. But you can make repairs to a dock without approval - provided the repairs do not change the size or location of the dock.

Although detailed construction plans are not required for docks, your plans must show:

- location of the dock in relation to your side buffer strips
- width, length and other key dimensions
- general construction features (e.g., wood decking, and stringers supported on rock-filled timber cribbing).

You are fully responsible for the structural adequacy and safety of the dock.

If you have a back-tier or remote cottage, the location of your dock is subject to the same restrictions as the location of a boathouse.

Dock sites are subject to annual rental fees.

Other Development

Swimming Pools

Swimming pools are not permitted.

"Swimming pool" means an artificially constructed basin lined with concrete, fibreglass, vinyl or like material that persons can swim, wade or dive in, with a water depth greater than 24 inches (60 centimetres).

Hot Tubs/Jacuzzis/Hydro Spas

You may have a hot tub or Jacuzzi/hydro spa of maximum eight-person capacity.

Also permitted are children's wading pools with a diameter not greater than 8 ft. (2.5 m) and a water depth not greater than 24 in. (60 cm).

Lot holders/property owners assume all risks and liabilities for installing, maintaining and operating these facilities.

Note that waste water from hot tubs, Jacuzzis and hydro spas must be disposed of in an approved manner.

Satellite Dishes and Television Antennas

Satellite dishes and television antennas must be placed where they will have the least impact on the natural environment and your neighbours.

Mobile Homes on Lots

Unless you have a permit, you must not occupy, park or erect on your lot any mobile home, travel trailer or other movable piece of equipment for use as a vacation home or other accommodation.

Wells

If you plan to install a well, choose a location where water quality will not be affected. Install it away from your sewage disposal system and your neighbours, a marsh, a drainage route-and even the lake. See the Sewage Disposal section of this booklet for required distances from sewage disposal systems. Note that to install a well, you must obtain a special permit and approval of the location from your Manitoba Conservation district office.

Water Lines

If you are a back-tier cottager, and propose to run water lines from the lake to your cottage lot across the public reserve or road right-of-way, you must obtain a special permit and approval of the location from your Manitoba Conservation district office.

Shoreline Changes

Lakefront lot holders may be permitted to do minor work on the shoreline to create beaches or storage basins for boats. Any work on the shoreline must not extend more than 50 ft. (15 m) back from the water line. You must obtain a work permit from your Manitoba Conservation district office before you conduct such work. Care must be taken with any shoreline manipulation to ensure that fish habitat and shoreline integrity are maintained.

Boathouses prohibited in some areas

Boathouses and similar buildings are not permitted on the public reserve in Hecla/Grindstone and Clearwater Provincial Parks. Allowable lakefront building development for a lake shore lot is limited to one pump-house or equipment storage shed with a floor area of no more than 64 ft^2 (5.9 m^2).

Grand Beach Provincial Park

Owing to the special high-density nature of the cottage subdivision at Grand Beach, the following lot development requirements apply:

1. Minimum vacation home size/2 exit doors:

The minimum allowable floor area of a vacation home at Grand Beach is 320 ft² (29.7 m²). Al least two exit doors out of the cottage at different locations are recommended.

2. Maximum building coverage:

The total floor area of a vacation home (single-storey or 1½-storey units), including all roofed porches and lofts **(but not including un-roofed decks and patios)**, may be 30 per cent of the total lot area to a maximum of 922 ft² (85.7 m²) (this applies only to lots with a gross area of 3,075 ft² (285.7 m²) or more).

30' x 75' lot	— 30% of 2,250 ft²	=	675 ft² (62.7 m²)
33' x 75' lot	— 30% of 2,475 ft²	=	742 ft² (68.9m²)
38' x 75' lot	— 30% of 2,850 ft²	=	855 ft² (79.4 m²)
41' x 75' lot	— 30% of 3,075 ft²	=	922 ft² (85.7 m²)
33' x 100' lot	— maximum size	=	922 ft² (85.7 m²)

Furthermore:

(a) The outside stud line (i.e., the outer edge of exterior 2 x 4 wall framing) or outer edge of a deck or loft platform shall be used in calculating total floor area.

(b) Ground areas covered by a roof shall be included in floor area calculations, except for normal eaves and overhangs up to 3 ft. (91 cm) wide.

(c) No basements are permitted.

3. Outbuildings:

The maximum outbuilding coverage per lot is 80 ft² (7.4 m²) and is limited to one single storey storage shed, with the maximum side-wall height not exceeding 8 ft. (2.4 m) above existing grade level. This accessory building is not used in calculating the maximum aggregate size of development on the lot. However, this allotment cannot be used to increase the allowable vacation home size. Two-level outbuildings are not permitted. The provision of a toilet and washroom facilities as part of the storage shed is permissible if all other requirements, including those under *The Environment Act*, are met.

4. Patios:

Patio and deck sizes are no longer restricted (provided they are not roofed).

5. 1 ½-storey units

Units of 1 ½ storeys (including A-frame styles, units with lofts, etc.) that provide sufficient upper-level headroom but do not approach full two-storey proportions, are allowed for new replacement cottages. The upper-level floor space shall not be more than 60 per cent of the enclosed first-floor area. All upper-level space with headroom of 5.5 ft. (1.7 m) or more shall be included in any calculation of total building floor area. Furthermore, an upper-level loft must not project more than 1.33 ft. (41 cm) past the exterior wall enclosing the main floor space below. This kind of loft projection is allowable on only one elevation of the structure.

6. Maximum heights:

(a) The finished ground floor elevation of a cottage (and attached porches/decks) shall not exceed 3 ft. (91 cm) above the existing average grade of the lot, except where lot topography conditions do not permit, subject to the discretion of the Director of Parks and Natural Areas Branch.

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Grand Beach Provincial Park (continued)

(b) The maximum allowable height of a single-storey cottage, excluding chimney, is 20 ft. (7.1 m) above average existing grade level of the lot and that of a 1 ½-storey or A-frame type unit (including cottages with lofts) is 28 ft. (8.5 m). Manitoba Conservation may reject any design that conforms to these height restrictions but is deemed to be inappropriate.

7. Cottage location and side-yard limitations:

(a) All development, including decks, landings, stairs, roof overhangs, etc., shall be within lot boundaries and as set out below.

(b) When a cottage is placed on a lot, it must be aligned visually with the rest of the cottages on the street in question, and must be within the range of 18-25 ft. (5.5-7.6 m) from the front lot line, unless otherwise specified by Manitoba Conservation. Any variation owing to natural features or existing circumstances shall be at the discretion of the Director of Parks and Natural Areas Branch.

(c) Decks must be located no closer than 12 ft. (3.7 m) from the surveyed front lot line.

(d) A new cottage or cottage addition shall be located so that no exterior sidewall is closer than 4 ft. (1.2 m) to the adjacent side lot line of a neighbouring lot. This is in keeping with fire safety measures as specified in the Manitoba Building Code.

8. Sidewall window and screened area limitations:

(a) Manitoba Building Code requirements that apply to new construction regulate the allowable total window and screened opening area in a cottage sidewall according to the distance of the sidewall from the adjacent side lot line of a neighbouring lot. This distance is referred to below as the "side yard width."

(b) The total area of windows and screened openings in a cottage sidewall that faces an adjacent neighbouring lot should not exceed the areas outlined in the following table. The maximum allowable total areas of windows and screened opening are expressed as percentages of the total areas of the sidewalls in which the openings occur.

(c)

Side yard width	4 ft.	(1.2 m)	8% of total sidewall area
Side yard width	5 ft.	(1.5 m)	9% of total sidewall area
Side yard width	6 ft.	(1.8 m)	11% of total sidewall area
Side yard width	7 ft.	(2.1 m)	13% of total sidewall area
Side yard width	8 ft.	(2.4 m)	17% of total sidewall area
Side yard width	9 ft.	(2.7 m)	21% of total sidewall area
Side yard width	10 ft.	(3.0 m)	25% of total sidewall area

Note: As a general guide in calculating window and adjacent sidewall areas for common cottage designs:

I. window measurements are taken from the inside of the window frames (i.e., inside of jamb/sill)

II. sidewall length measurements is the total outside length of the wall, and sidewall height measurement is from the bottom of the exterior wall (ground level if crawl spaces is sheathed) to the finished ceiling height inside.

(d) The lot holder is responsible for ensuring that construction meets these requirements.

Hecla Historic Village Area NEW

Special design guidelines for this area can be found in a separate publication, the "Hecla Historic Lands Design Guidelines", that is available from Parks and Natural Resources Areas Branch offices in Winnipeg.

Grand Beach Provincial Park (continued)

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(b) The total area of windows and screened openings in a cottage sidewall that faces an adjacent neighbouring lot should not exceed the areas outlined in the following table. The maximum allowable total areas of windows and screened opening are expressed as percentages of the total areas of the sidewalls in which the openings occur.

(c)

Side yard width - 4 ft.	(1.2 m)	8% of total sidewall area
Side yard width - 5 ft.	(1.5 m)	9% of total sidewall area
Side yard width - 6 ft.	(1.8 m)	11% of total sidewall area
Side yard width - 7 ft.	(2.1 m)	13% of total sidewall area
Side yard width - 8 ft.	(2.4 m)	17% of total sidewall area
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(d) The lot holder is responsible for ensuring that construction meets these requirements.

Hecla Historic Village Area

Special design guidelines for this area can be found in a separate publication, the "Hecla Historic Lands Design Guidelines", that is available from Parks and Natural Resources Areas Branch offices in Winnipeg.

Preparing Your Drawings — The Plot Plan

Before constructing a new building or adding to an existing one, you need:

- two copies of a signed and dated plot plan (the plot plan form shown on the following page is available from Manitoba Conservation for this purpose),
- two copies of your building plans,
- a Building Permit application form from Manitoba Labour.

A site plan permit can then be issued to you.

Plot plans

The main purpose of a plot plan is to show the size of the proposed new construction and its position on the lot, including distance from the surveyed lot boundaries, and its relationship to existing development.

Your plot plan must show your lot and adjacent shoreline reserve (if applicable), as well as:

All existing buildings.
Your plot plan should show all existing buildings, including structures on the public reserve along the shoreline. Label the buildings and structures, and show how far they are from your side, front and rear lot boundaries. Indicate any buildings to be demolished as part of a redevelopment project.

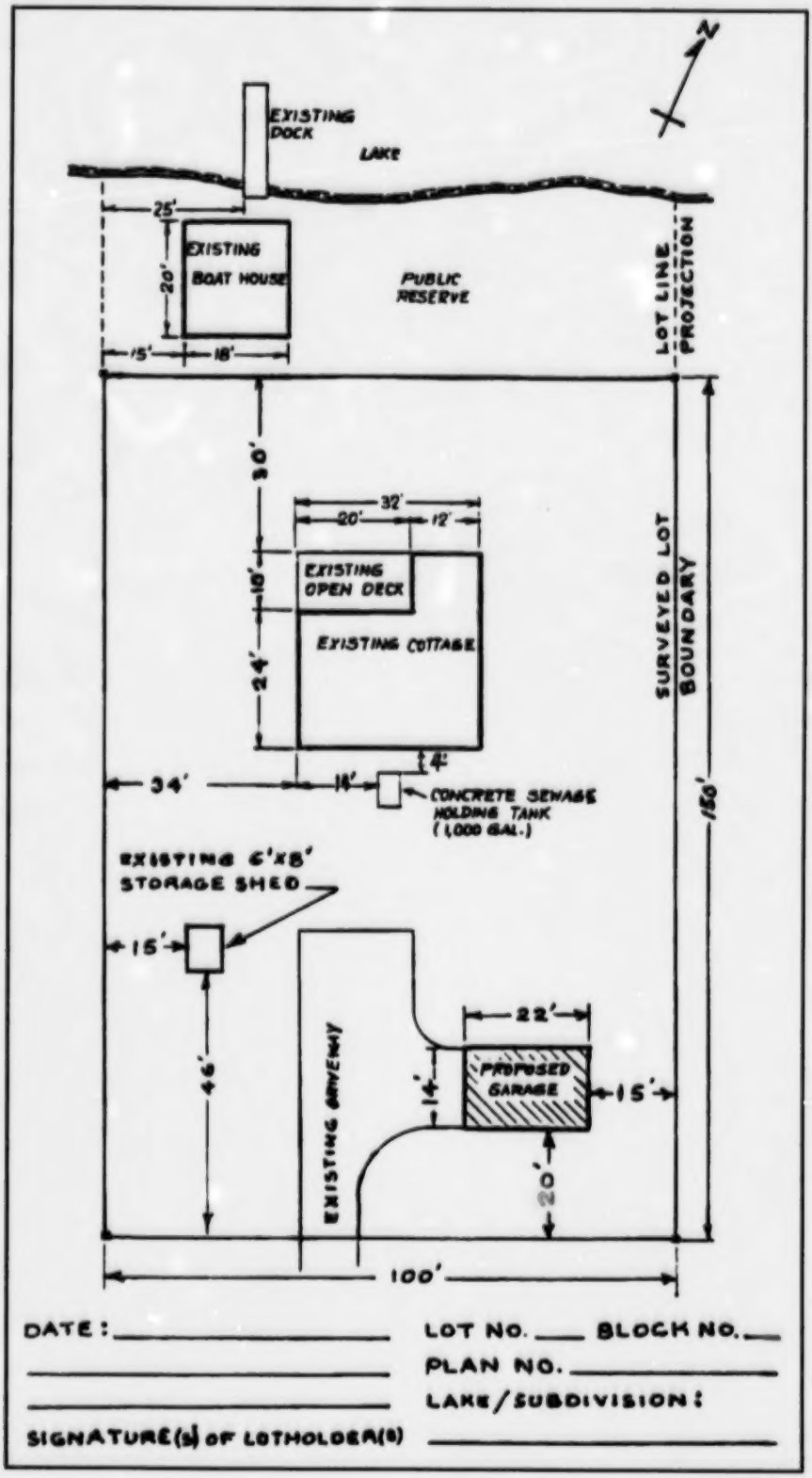
Proposed new construction.
Label and give dimensions of any proposed new construction, and show how far it is from your side, front and rear lot lines. Be sure to indicate if any of the existing buildings or new construction have a basement or second storey.

Sewage disposal facilities.
Label any existing or proposed sewage disposal facilities. Show how far they are from the lot lines and buildings. See "Planning and Installing a Sewage Disposal System" for further details.

Other lot development features.
Show other lot development features pertinent to your proposal, such as driveways, drainage channels, trees, wells and large rock outcrops.

Signature and date.
You must sign and date the plot plan as part of the location agreement included in the site plan permit application. It acknowledges your commitment and responsibility to build at the location shown on the plot plan.

Sample Plot Plan Form



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INFORMATION REQUIRED WHEN YOU APPLY FOR A BUILDING PERMIT

A building permit application form must be completed by the owner or an agent of the owner. The following information is required on the application form:

- Address and legal description of building location
- Owner's name, address, telephone number
- Designer's name, address, telephone number
- Contractor's or builder's name, address, telephone number
- Use and size of building
- Type of work being done (new, addition, alteration, renovation, repair, etc.)
- Construction information (materials)
- Total value of all work, including materials, installed systems, labour, overhead and profit Under Class of Work on the application, indicate the purpose of the building (e.g., garage, sunroom, shed).

Drawings must be submitted with the complete building permit application to show what will be built. **The drawings which may be required are listed on the reverse side.** All drawings must:

- show the owner's name, project name, and date
- be drawn to scale (1:50 or 1/4" = 1') or to suit, and the scale should be noted
- be blackline or blueline prints on good-quality paper
- have legible letters and dimensions that can be read from the bottom or right-hand side of the page
- be marked with the architect's or engineer's stamp, signed and dated (if professional design is required-see information below)
- clearly show the locations of existing and new construction for additions, alterations and renovations.

PROFESSIONALLY SEALED PLANS, PLUS CERTIFICATION OF ON-SITE FIELD REVIEW by an architect or engineer licensed to practise in Manitoba, are required for:

- Preserved-wood basement foundations
- Concrete footings and foundations for houses over 40 ft. (12.2 m) in length
- Any building other than a single or two-family dwelling, small residential garage or carport Any public assembly buildings, such as churches, community halls, beverage rooms, restaurants, schools, arenas and stadiums
- Any institutional building, such as nursing homes, hospitals and prisons
- Any high-hazard industrial building, such as bulk plants for flammable liquids, chemical manufacturing or processing plants, grain elevators and spray painting operations.

You may need approval from other jurisdictions/agencies for development permits, elevators, gas appliances, boilers, electrical systems, environmental discharge, etc. Send applications for these approvals to the appropriate authority.

DRAWINGS TO BE SUBMITTED WITH PERMIT APPLICATION

Following is a list of drawings that may be required when you apply for a building permit. Information typically shown on these drawings is listed, but other information may be added if necessary to fully describe the proposed construction. For alterations and renovations, some of the drawings may not be required.

SITE/PLOT PLAN - building address, street names, size of the site, size of the building(s), description of building(s) (both existing and proposed), location of the building(s) in relationship to the property lines and existing buildings on property, north arrow, vehicle access to the property, parking, grading elevations site drainage, attestation by designer that building complies with the code. Site plan should include description, size and location of all buildings located on public reserve.

FOUNDATION PLAN - overall size of the foundation, size and location of footings, piles, foundation walls; size and location of openings for doors and windows, foundation drainage.

FLOOR PLAN (for each floor) - size and location of interior and exterior walls, exits, fire separations, doors (including door swings and hardware), stairs, windows, barrier-free entrances, barrier-free washrooms, other barrier-free facilities, built-in furnishings.

STRUCTURAL PLANS - size, material and location of columns, beams, joists, studs, rafters, trusses, masonry walls, poured-in-place and pre-cast concrete walls and floors, related structural details.

ELEVATIONS - views of all sides of the building, height of finished grade, exterior finishing materials, size and location of doors and windows, location of chimneys.

CROSS-SECTIONS AND DETAILS - cut-through views of the building, lists of all materials cut through (including structural and finishing materials), vertical dimensions, stair dimensions and handrails, height of finished grade, wind, water and vapour protection installation.

MECHANICAL PLANS - description and location of heating, ventilation and air-conditioning equipment, size and location of duct-work, location of fire dampers, location of plumbing fixtures, supply and waste piping, size and location of sprinkler-systems equipment.

ELECTRICAL PLANS - type and location of lighting, electrical panels, fire-alarm systems, location of exit lights, emergency lighting.

SEND ALL DOCUMENTS TO:

Park Districts Section
Parks & Natural Areas Branch
Manitoba Conservation
Box 51, 200 Saulteaux Crescent
Winnipeg, MB R3J 3W3

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Planning and Installing a Sewage Disposal System

Planning and Installing a Sewage Disposal System

Sewage Disposal Systems

All systems must conform to *The Provincial Parks Act, The Environment Act* and associated regulations.

Holding tanks or approved alternative systems will be required where the existing system is not functioning according to set standards and regulations.

Where vacation home upgrading significantly increases overall sullage/sewage generation, the system must be replaced by an approved system.

All private sewage disposal systems are subject to random inspections.

An installation permit and registration with Manitoba Conservation, Environment Division are required before any work is carried out on a private sewage disposal system. Application forms are available at Parks and Natural Areas Branch in Winnipeg, or at your local Manitoba Conservation district office.

What method of sewage disposal can you use? When are holding tanks mandatory? What size of septic tank do you need? What is a sullage pit for? This section covers these and other questions you may have about planning and installing a sewage disposal system or upgrading your present one. It applies to all cottages throughout the provincial parks system.
To check whether your system is subject to special requirements, see "Special Locations."

Environmental Protection.
If your present system is operating with no environmental or public health problems, you don't have to change it.

If your system has failed or is defective, you must repair it or replace it with an approved system.

You may also have to change the system if:

- more sewage and sullage is generated as a result of cottage upgrading
- you switch from seasonal to permanent residence
- your system was inadequate to begin with.

It is important to ensure that your system is operating properly to help protect the environment in the park.

Water is our most precious natural resource. You can help protect it by ensuring that your sewage disposal system continues to meet Manitoba Conservation, Environment Division standards which were designed to maintain the high water quality of our lakes and river systems.

Special Locations

If your cottage is in one the locations listed below, special conditions apply to your sewage disposal system.

- **Grand Beach Provincial Park & Hecla North Shore.** Septic fields and sullage pits are not permitted.
- **Hecla/Grindstone Provincial Park.** Septic fields are not permitted (except for the 5-acre (2.1 ha) lots in and around the Hecla Village area).
- **Falcon Lake Block D and K Plan 8208.** Your cottage must be connected to the municipal piped system.
- **Clearwater Lake Park, Paint Lake Park, Bakers Narrows Park and Bower Lake within Turtle Mountain Park.** Septic fields and sullage pits are not permitted in these locations, which are "sensitive areas" designated by Manitoba Conservation, Environment Division.

Definitions

disposal field - a system of pipes laid in a shallow excavation or trenches back-filled with graded media and topsoil for the disposal and treatment of sewage effluent

graded media - crushed rock or gravel ranging in diameter from 0.5 to 3 inches (1-7 cm)

holding tank - a watertight receptacle designed to retain sewage or sullage

low water-use closet - a toilet that uses less than 1 gallon (4.5 litres) of water for each flush

private sewage disposal system - a system for sewage treatment or disposal or both

sensitive area - any area so designated by the Minister of Conservation

septic tank - a watertight receptacle for the primary treatment of sewage and the digestion of sludge

sewage - fecal or urinary wastes

sewage effluent - sewage after it has undergone at least one form of physical, chemical or biological treatment

sludge - the settled solids in the working chamber of a septic tank or treatment plant

sullage - liquid waste excluding fecal and urinary wastes (grey water)

sullage pit - an excavation back-filled with media for the disposal of sullage

WARNING

Dangerous Gases. Never enter a holding tank or septic tank. Sewage produces toxic gases.

Over the years, many people have died in these types of tanks. They were suffocated by lack of oxygen or overcome by toxic gases.

Traps.
All plumbing fixtures must have a trap installed to prevent sewer gases from entering your building.

Venting.
All plumbing fixtures must be vented to a main stack to dissipate sewer gases.

Qualified Tradespersons.
All work on holding tanks, septic tanks and plumbing systems should be performed by qualified tradespersons to meet the Manitoba Plumbing Code. Improper installation or maintenance could result in dangerous gases entering your building. Environmental damage could also result.

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Selecting A System*

Whether you are upgrading an old system or starting from scratch, selection of your system depends on site conditions and the type of facilities at your cottage.

Seven Methods. You can use any of seven sewage disposal methods approved by Manitoba Regulation 95/88R,* "Private Sewage Systems and Privies Regulations."

The seven methods are designed to ensure that sewage and sullage ("grey" water from sinks and tubs) do not pollute park lands and waters.

The seven methods are as follows. See the rest of this section for more details.

1. pit, pail, or vault privy and sullage pit for "grey" water (this method is acceptable in all areas, including "sensitive areas", if no pressured water system is present – see previous page for an explanation of "sensitive areas")
2. low water use closet, septic tank (minimum 150 gallons or 680 litres) and field, and sullage pit
3. low water use closet, holding tank (minimum 750 gallons or 3400 litres), and sullage
4. full size system (four fixtures), holding tank (minimum 1000 gallons or 4500 litres), and sullage pit
5. full size system (four fixtures) septic tank (minimum 575 gallons or 2590 litres) and field
6. holding tank for all sewage and sullage (minimum1000 gallons or 4500 litres)
7. non-water carried toilet system, such as composting or incineration, and sullage pit.

The septic tank and field method may not necessarily be a workable solution for your lot.

In some locations, your choice of system might be subject to special restrictions. See "Special Locations" earlier in this section.

CSA Approved. Septic tanks, holding tanks, composting toilets, pipes - in short, all plumbing equipment in your system must be CSA approved.

Holding Tanks. In some situations, a holding tank may be the best solution for handling wastewater.

Holding tanks are **mandatory** for all sewage and sullage if your lot is accessible by road **and** if any of the following conditions apply:

- your lot is in an area that has been declared "sensitive" by Manitoba Conservation, Environment Division
- site conditions cannot provide sufficient environmental protection for sewage flows using one of the other six methods.

Alternatives to Water Carried Toilet Systems

For reference, here are the highlights on the most commonly used alternatives to standard flush toilets.

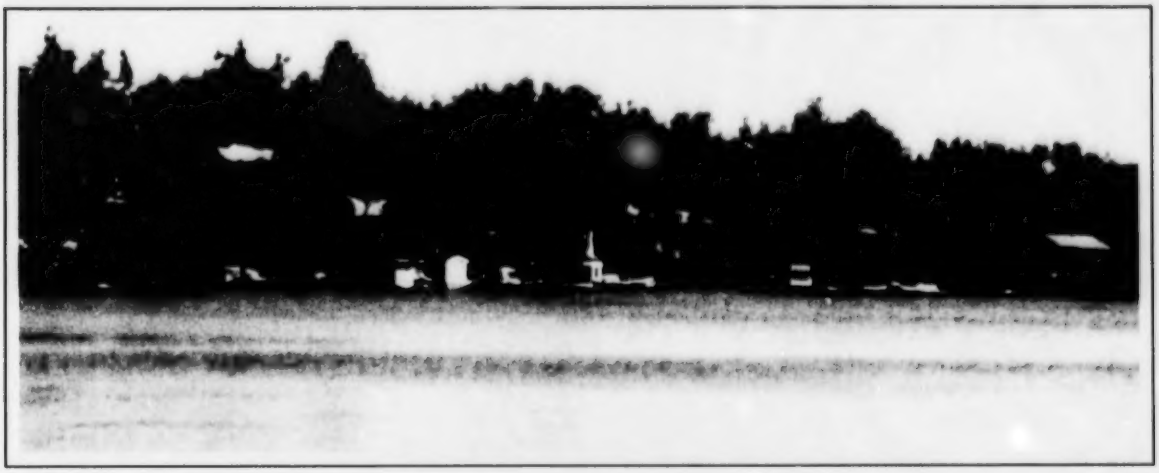
Incinerator Toilets – use gas or electricity to burn wastes to a dry, sterile ash that may be discarded with no special precautions.

Composting Toilets – allow organic material to decompose in the presence of air. When fully composted, the residue material is an inoffensive, earth-like substance that can be used for fertilizer.

Chemical Toilets – often a bucket with a seat. The "chemical" part is a small amount of solution poured into the bucket before use.

Pail & Vault Privies – A pail privy substitutes for the pit. A vault privy uses a small watertight tank or container. Both types have to be emptied periodically by a pump-out truck.

* ***Manitoba regulation 95/88R under The Environment Act is currently under review and may result in changes as to the type of systems being allowed in parks.***



Getting the Most Out of Your Septic System

A septic disposal system is surprisingly efficient and durable if it is properly installed and used.

Normal amounts of grease, soap, detergent, bath salts, and other common household chemicals will not harm it. Even bleach and lye, in moderate quantities, will not hinder the bacterial action in the septic tank.

There should be no need to use "starters," "bacterial feeds," or "cleaners". All the bacteria needed to operate the tank are already contained in the sewage entering the system.

How often the tank needs to be cleaned out depends on its size and the amount of use it gets. Have it inspected once a year. Excessive buildup of sludge in the tank may clog the disposal system and render it unusable.

Keep water use to a minimum. Take a short shower instead of a bath, and use a flow-restrictor in the shower head. Turn water on and off as you need it. Check for dripping faucets and toilets that keep running. Wait until you have full loads before using automatic washers and dishwashers.

Excessive use of water, such as doing many washings in one day, can overload the field or worse, flush solids from the tank and clog the field.

Do not allow roof drains to discharge to the septic tank or surface waters to drain towards the septic field.

Keep vehicular traffic, including snowmobiles, off the septic field.

Do not plant trees or locate playground equipment, sheds, or other structures on a septic field.

Sullage Pits

A sullage pit is nothing more than a covered hole in the ground, filled with stones. It is used to collect small amounts of grey water and disperse it into the surrounding soil.

You are allowed only one sullage pit on your lot – if your situation qualifies for its use. No part of it can be located inside a buffer strip.

Sullage pits can handle water from sinks, baths and showers.

They are not meant to handle water from clothes washers, hot tubs, jacuzzis, hydro spas, or children's wading pools. The large amounts of water from these sources could cause the pit to overflow and defeat its purpose.

Sullage pits are designed to dispose of waste-water that is free of solids and thus does not require septic-tank treatment.

If you have a septic tank and field that serve a full size system (4 fixtures), you cannot use a sullage pit.

Sullage pits are to be used during the open water season only. Absorption is blocked in winter when the ground is frozen.

They are suitable where quantities of grey water are low - less than 50 gallons a day.

For example, you might be able to use one to serve a cottage with four occupants, a kitchen sink, and one hand-basin. A second example would be a cottage with two occupants, a shower, kitchen sink, and one hand-basin.

The size of the pit depends on the type of soil. The minimum allowed depth is 2 feet; the maximum allowed depth is 4 feet:

For example, for a standard three bedroom cottage:

- on sand with gravel, a 64 ft³ pit is necessary (e.g.: 4 ft x 4 ft x 4 ft or 5.7 ft x 5.7 ft x 2 ft);
- on silty sand to clayey silt, a 144 ft³ pit is necessary;
- on clay, a 324 ft³ pit is necessary.

Certain types of clay may be impervious and not suitable for a sullage pit.

To get the most out of a sullage pit, keep waste particles from going down the drain. They can clog the pit, reducing the infiltration rate.

You cannot install a sullage pit under a building. It must be at least 10 feet (3 metres) from any building and the lot line. The space between the building and the pit should be unobstructed.

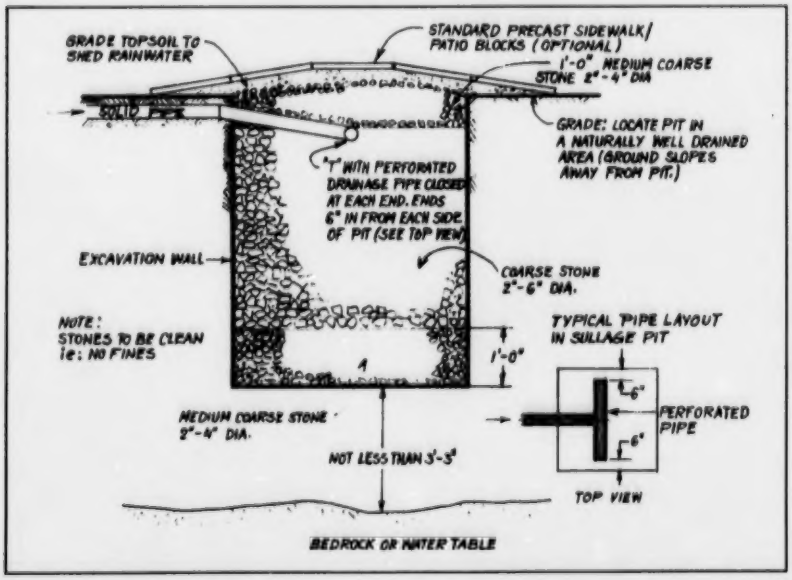
A sullage pit should be at least: 50 feet (15 metres) from the nearest well

- 100 feet (30 metres) from the nearest spring or shallow well
- 100 feet (30 metres) from the nearest watercourse.

Your site must have a layer of suitable soil (see illustration) and cover a large enough area to meet setback requirements for the safe disposal of sullage. The soil must be deep enough so that the bottom of the pit sits at least 1 metre (3 feet) above the water table or bedrock.

The best soil is sandy. It falls into clods that crumble easily. Soil that is dense, hard and dry, dull gray, or mottled is apt to be nonabsorbent. Inspect the soil on your lot by turning up spades full at several locations. When you have found a site that seems suitable, dig a test hole and arrange for an inspection through Parks and Natural Areas Branch.

Locate a sullage pit in well-drained areas not subject to surface ponding.


GRADE TOPSOIL TO SHED RAINWATER
STANDARD PRECAST SIDEWALK/ PATIO BLOCKS (OPTIONAL)
1'-0" MEDIUM COARSE STONE 2"-4" DIA
SOLID
GRADE: LOCATE PIT IN A NATURALLY WELL DRAINED AREA (GROUND SLOPES AWAY FROM PIT.)
4" WITH PERFORATED DRAINAGE PIPE CLOSED AT EACH END. ENDS 6" IN FROM EACH SIDE OF PIT (SEE TOP VIEW)
EXCAVATION WALL
COARSE STONE 2"-6" DIA.
NOTE: STONES TO BE CLEAN ie: NO FINES
TYPICAL PIPE LAYOUT IN SULLAGE PIT
1'-0"
6"
PERFORATED PIPE
6"
MEDIUM COARSE STONE 2"-4" DIA.
NOT LESS THAN 3'-3"
TOP VIEW
BEDROCK OR WATER TABLE

Working on the System

Whether you want to renovate, repair, or expand your system, or install a new one, you will need to get several preliminaries out of the way - completing paperwork, marking boundaries, digging test holes, arranging inspections - before you start any pick and shovel work on the system.

You cannot begin installation until you have an Installation Permit from Manitoba Conservation. If your proposed system doesn't pass an inspection, you are welcome to discuss alternatives with the inspecting officer.

In special circumstances, you may require the services of a professional engineer. Manitoba Conservation will advise you.

Here is a typical sequence of activities:

The Forms.
Obtain the following forms from Manitoba Conservation:

- ***Application for Installation***
- ***Manitoba Conservation, Environment Division Registration Form***

These forms are available from Manitoba Conservation district offices and Parks and Natural Areas Branch in Winnipeg.

Complete the following work before you submit the forms.

- Mark the corners of your lot with coloured ribbon or stakes.
- Mark any property boundaries that are close to the proposed sewage system. This is critical. The Natural Resource Officer will check to make sure all set backs have been met.
- Stake out the area you propose to use for your system - septic field, sullage pit, holding tank.

Complete the forms and return them to the Manitoba Conservation district office or Parks & Natural Areas Branch in Winnipeg. When your forms are received, an inspection will be arranged to inspect your lot to confirm that the location of your system agrees with your plot plan. You don't have to be on-site for the inspection.

Holding Tanks.
If you are installing a holding tank, you must send Manitoba Conservation your completed Application for Installation and Manitoba Conservation, Environment Division Registration forms. Manitoba Conservation will check the location of your holding tank.

If the location and your proposed installation meet the requirements of the Environment Act, you will be issued an Installation permit and an Acknowledging Receipt for the Manitoba Conservation, Environment Division Registration Form for a Private Sewage Disposal System.

Check with your Inspecting Officer before you go ahead and install the tank. That's all there is to it.

Pit, Pail, or Vault Privy.
Complete the Application for Installation form and return it to Manitoba Conservation. Staff will check the location. If it is satisfactory, you will receive an Installation Permit.

Septic Tanks, Fields, and Sullage Pits.
If you are proposing to install any of these facilities, make arrangements with Manitoba Conservation to check the location(s) you have selected for your facilities.

If the location proves satisfactory, you can go ahead and dig test holes.

For a septic field, dig two test holes in the proposed field, about 20 feet (6.1 m) apart, to a depth of 6 feet (1.8 m) or bedrock or the water table.

For a sullage pit, dig one hole in the area for the pit to a depth of 7 feet (2.1 m) or to bedrock or the water table. Holes can be dug with a post-hole auger or similar tool.

Once you have dug the test holes, make arrangements with Manitoba Conservation for an inspection. (Flag or cover the holes to make sure someone doesn't fall into them.)

Manitoba Conservation will inspect the holes to make sure that there is enough overburden - soil, sand, gravel above bedrock, or the water table - to accommodate the system you are proposing to install. They will also establish the soil type which determines the size of the septic field or sullage pit.

If soil conditions and site location are acceptable - or can be made acceptable – complete and forward the necessary forms to Manitoba Conservation.

STANDARDS FOR SEPTIC TANKS AND DISPOSAL FIELDS SERVING DWELLINGS

SCHEDULE A (Clause 9(a)
(from Manitoba Regulation 95/88 R)*

SEPTIC TANKS

Septic tanks servicing dwellings shall

(a) be watertight;

(b) have at least two compartments;

(c) be of concrete or fibreglass construction or other approved materials;

(d) if prefabricated, shall bear a valid stamp or mark indicating certification by The Canadian Standards Association (Standard B66 or latest revised edition);

(e) have access holes extending to or above the ground surface;

(f) have childproof covers;

(g) be set back at least the distance indicated, from the following:

(i)	Building	1.0 m
(ii)	Property Boundary	3.0 m
(iii)	Wells	8.0 m
(iv)	Surface Water	15.0 m
(v)	Cut or Embankment	8.0 m
(vi)	Swimming Pool	3.0 m
(vii)	Cistern	3.0 m

(h) have a minimum working capacity of
- (i) 2,250 litres for a sedimentation chamber; and
- (ii) 340 litres for a control chamber

DISPOSAL FIELDS

Disposal fields servicing dwellings shall

(a) not be located in areas where the depth of available overburden is less than 1 m from the base of the field to bedrock or high water table;

(b) be set back at least the distance indicated as measured to the nearest part of the disposal field that receives the sewage effluent, from the following:

(i)	Building - no basement or cellar	6 m
(ii)	Building with basement or cellar	11 m
(iii)	Surface Water	30 m
(iv)	Cut or Embankment	15 m
(v)	Swimming Pool	8 m
(vi)	Water Service Pipes	8 m
(vii)	Well (drilled and cased to a min. of 6 m below ground level)	15 m
(viii)	Other Wells and Springs	30 m
(ix)	Property Boundary	8 m

(c) where trench-type disposal fields are used, have dimensions as follows:

(i)	Minimum trench width	40 cm
(ii)	Minimum trench depth	60 cm
(iii)	Maximum trench depth	90 cm
(iv)	Minimum diameter of the perforated pipe	10 cm
(v)	Minimum thickness of graded media above perforated pipe	5 cm
(vi)	Minimum thickness of graded media below perforated pipe	25 cm
(vii)	Minimum distance between trenches (pipe to pipe)	2 m
(viii)	Maximum length of each pipe lateral	18 m
(ix)	Minimum height of soil cover over graded media	30 cm

(d) where trench fields are used, have distribution pipe of the following minimum lengths:

Sand with Gravel	55 m
Silty Sand to Clayey Silt	70 m
Clay	80 m

The length of distribution pipe shall be increased by 10% for each bedroom exceeding three.

(e) where total area fields are used, dimensions as follows:

(i)	Minimum diameter of the perforated pipe	10 cm
(ii)	Thickness is graded media below perforated pipe	45 cm to 50 cm
(iii)	Minimum thickness of media above perforated pipe	15 cm
(iv)	Minimum total length of perforated pipe	18 m
(v)	Minimum thickness of soil cover over media	30 cm
(vi)	Maximum depth of excavation	1 m

(f) where total area fields are used, have a minimum volume of graded media as follows:

Sand with Gravel	30 m³
Silty Sand to Clayey Silt	40 m³
Clay	60 m³

The volume of graded media shall be increased by 10% for each bedroom exceeding four.

Reducing Fire Hazards on Your Lot

Here are some general tips for fireproofing cottage lots. For advice that applies specifically to your lot, contact your Manitoba Conservation district office.

- Consider removing coniferous (pine, spruce and balsam) trees if they are growing within 3 metres (10 ft.) of your cottage or any chimney. Coniferous trees are more flammable than other types of trees.
- Prune coniferous trees to at least 2 m (7 ft.) from the ground. Although pruning detracts from the appearance of the tree, it discourages fire from climbing into the treetops (crown fire).
- Thin out other types of trees growing within 10 m (35 ft.) of your buildings. Prune to clear chimneys by at least 3 m (10 ft.), and prune them to at least 3 m (10 ft.) from the ground.
- Remove dead brush, litter and flammable ground vegetation from your lot. Do not deposit grass clippings, leaves and dead brush in the buffer strips between your lot and your neighbour's. Note that you must obtain a permit to burn grass or debris on your lot.
- Plant grass or other ground cover with a high moisture content in the open space next to buildings. Keep the grass well trimmed. Uncut grass poses a fire hazard.
- Remove stacked firewood and lumber from along outer walls and under the cottage. Keep these areas free of leaves, needles and other combustible debris.
- Keep gasoline, propane and all other flammable fuels and fluids in CSA-approved containers. Never store gasoline in glass or plastic containers, or in a metal can with any plastic parts. The best storage areas are away from your living areas, like a detached garage or shed. Dispense gasoline and other fuels outdoors.
- Clear ground down to mineral soil or rock 1.5 m (5 ft.) around fire places and barbecues.
- Store fibreglass or wooden boats and canoes upside down on rock or on a clear area at least 1 m (3 ft.) above the ground.
- Keep fire extinguishers, shovels or other fire-fighting equipment handy. A full rain barrel is a great idea, but make sure it has a lid to keep out leaves and prevent mosquitoes from breeding in it.
- Make sure a hose is always available if you have a pressurized water system. Lawn sprinklers are also effective in fire fighting when placed on or near buildings.
- Keep roofs and eavestroughs clear of debris. Use fire-resistant roofing materials, such as metal, asphalt shingles/roofing or fire-retardant treated wooden shingles and shakes.

M121

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Were you Wondering About...

Cottage Addresses. Manitoba Conservation strongly recommends displaying your address (a lot and block number in most cases) at your cottage, This can be very important if an emergency services vehicle is trying to find your cottage. Posting an address also makes it much easier for service staff and other visitors to find your cottage location.

Treating Drinking Water. Before drinking lake water or water from hand wells, you should boil the water. Or, treat it with household bleach at the rate of 2 drops per litre, shake it, and then allow it to stand for 30 minutes. If available in your area, you should drink treated, chlorinated water from a central pump-house or a central piped system.

Firearms. It is illegal to possess a firearm in a provincial park except under licence during an open hunting season. However, you may apply for a permit from the Director of Parks and Natural Areas to keep firearms at your residence. You may not hunt, discharge a firearm or possess a loaded firearm within 300 metres (984 feet) of recreation areas, cottages, dumps, roads and prescribed trails.

Problem Wildlife. If beavers are causing problems at your cottage by removing too many trees, placing chicken wire or other metal material around the base of trees will usually deter them.

To help prevent problems with bears, never leave garbage, dog food, or food of any kind outdoors or in places where bears can reach it. Placing bird feeders, including hummingbird feeders, where bears cannot reach them will also prevent problems. Report any problems about bears, beavers or other wildlife problems to your local Manitoba Conservation district office.

Green Ideas

Here are some ideas that we can all apply to safeguard the environment in the park - for ourselves, our children and their children.

- ❑ **Follow the three R's of environmental protection: REDUCE, REUSE and RECYCLE.**
- ❑ **Limit your use of throwaway containers such as plastic soft-drink bottles and foam packaging.**
- ❑ **Return recyclable products such as cans, bottles and paper to recycling depots.**
- ❑ **Protect your lake by ensuring that your sewage and refuse are disposed of properly.**
- ❑ **Where possible, use recycled paper products.**
- ❑ **Avoid buying aerosol containers for any use, as many still contain CFCs.**
- ❑ **Use soaps, shampoos and laundry detergents marked 100 per cent phosphate-free, or use biodegradable products.**
- ❑ **Minimize the use of lawn and garden fertilizers which can speed up weed and algae growth (eutrophication) of your lake, and of pesticides and herbicides which damage other flora and fauna.**
- ❑ **Remember that some of your household garbage, such as pesticides, paint strippers, solvents, stains, used oil, batteries, bleach and many household cleaners, may be hazardous waste. Dispose of this type of garbage at a toxic waste depot, not at garbage cages, in the park dump or down your drain.**
- ❑ **Do not litter or dispose of any garbage or other items into water bodies.**

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To help prevent problems with bears, never leave garbage, dog food, or food of any kind outdoors or in places where bears can reach it. Placing bird feeders, including hummingbird feeders, where bears cannot reach them will also prevent problems. Report any problems about bears, beavers or other wildlife problems to your local Manitoba Conservation district office.

Green Ideas

Here are some ideas that we can all apply to safeguard the environment in the park - for ourselves, our children and their children.

- ❑ Follow the three R's of environmental protection: REDUCE, REUSE and RECYCLE.
- ❑ Limit your use of throwaway containers such as plastic soft-drink bottles and foam packaging.
- ❑ Return recyclable products such as cans, bottles and paper to recycling depots.
- ❑ Protect your lake by ensuring that your sewage and refuse are disposed of properly.
- ❑ Where possible, use recycled paper products.
- ❑ Avoid buying aerosol containers for any use, as many still contain CFCs.
- ❑ Use soaps, shampoos and laundry detergents marked 100 per cent phosphate-free, or use biodegradable products.
- ❑ Minimize the use of lawn and garden fertilizers which can speed up weed and algae growth (eutrophication) of your lake, and of pesticides and herbicides which damage other flora and fauna.
- ❑ Remember that some of your household garbage, such as pesticides, paint strippers, solvents, stains, used oil, batteries, bleach and many household cleaners, may be hazardous waste. Dispose of this type of garbage at a toxic waste depot, not at garbage cages, in the park dump or down your drain.
- ❑ Do not litter or dispose of any garbage or other items into water bodies.

Subdivisions/District Offices

If you need information about your lot dealing with such topics as lot boundaries, public reserve area, concerns about your neighbours, garbage, roads, problem wildlife, enforcement, brush disposal, wildfires, firewood, etc., please contact one of the Manitoba Conservation district offices listed below.

If you need information about matters relating to your lease, permit, fees, invoices, variances or building permits, please contact the Parks and Natural Areas Branch in Winnipeg at 945-8872 (toll-free at 1-800-282-8069).

For sewage system information only, call the Water Quality Program, West Hawk Lake, at 1-204-349-2247.

COTTAGE LOCATION	PARK OFFICE
Eastern Region	
Barren Lake	Falcon Lake
Falcon Lake (except Toniata)	(204) 349-2201
Caddy Lake	West Hawk Lake
Florence Lake	(204) 349-2245
Hunt Lake	
Nason Lake	
Nora Lake	
Star Lake	
West Hawk Lake	
Toniata	
Brereton Lake	Rennie
Green Lake	(204) 369-5246
Jessica Lake	
Red Rock Lake	
White Lake	
Big Whiteshell Lake	
Barrier Bay	Seven Sisters
Betula Lake	(204) 348-2203
Dorothy Lake	
Eleanor Lake	
George Lake	
Nutimik Lake	
Otter Falls	
Pointe du Bois	Lac du Bonnet
Bird Lake	(204) 345-1400
Davidson Lake	
Flanders Lake	
Booster Lake	
Poplar Bay (Lac du Bonnet)	
Wallace Lake	Bissett
Beresford Lake	(204) 277-5212
Long Lake	
Moose Lake	Sprague (204) 437-2348
Central Region	
Grand Beach	Grand Beach (204) 754-2727
Hecla Island	Riverton
Beaver Creek	(204) 378-2945
Black's Point	
South Beach	
North Cliffs	
Island View North & South	
Western Region	
Childs Lake	Roblin (204) 937-2181
Wellman Lake	Swan River
Glad Lake	(204) 734-3429
Singush Lake	Grandview
East Blue Lake	(204) 546-2701
Max Lake	Boissevain
Bower Lake	(204) 534-7204
Northeastern Region	
Paint Lake	Thompson (204) 677-6640
Burge Lake	Lynn Lake
Zed Lake	(204) 356-2413
Northwestern Region	
Clearwater Lake	The Pas (204) 627-8287
Bakers Narrows Park	Flin Flon (204) 687-1640
Athapapuskow Lake	

The Manitoba Conservation (Parks & Natural Areas) web-site can be found at www.gov.mb.ca/natres/parks. You'll find maps, news about up-coming events, camping, our reservation service, Travel Manitoba information, and more!

Manitoba Conservation
Parks & Natural Areas

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